

# Request for Offers (RFO) Addendum

**RFO Number: RFO0002**

**Addendum Number: 1**

**Date of Addendum: 05/16/2014**

**Original Due Date, Time: 5/23/2014 2:00 CST**

**Revised Date, Time (if changing): Not Applicable**

**Title: Enterprise Program/Project Management Staff Augmentation**

## **SCOPE OF ADDENDUM**

The following are responses to questions regarding RFO0002, and please NO PHONE CALLS:

Question #1. Will the State accept candidates currently located outside of MN? Will the State require an in-person interview or could a phone or Skype/video interview be sufficient?

Response #1. Yes. Cost does include reimbursable travel to and from Minnesota. Interviews can be arranged.

Question #2. Can you share at a high level what Programs/Projects these managers will be working on?

Response #2. Not at this time.

Question #3. Do you have a targeted start date in July or is any date in July acceptable?

Response #3. The target is July 1. Could be sooner if the contract gets completed.

Question 4. RE: the selection process, will you select resources based solely on the RFO Response, or will candidate interviews be required?

Response #4. Finalist(s) will be interviewed by MnSCU.

Question #5. Will you select just one vendor for the Program/Project Manager resources, or could you select two separate vendors based on resumes submitted?

Response #5. MnSCU reserves the right to select one, none or more.

Question #6. The Work Request vide Page #2 mentions that Project/Program Managers would require to travel occasionally at various outstation locations. Please confirm whether this Travel Cost required for WORK would have to be built-in with the Hourly Rate Quote itself? Or, the same would be reimbursed as and when travel is necessitated?

Response #6. Travel to other MnSCU locations would be reimbursable and would not need to be built in. If the candidate is not local, and there are weekly costs for the individual to be in Minnesota, those costs will need to be defined.

Question #7. We are wondering if there is a limit of submissions per vendor?

Response #7. The most qualified candidates should be submitted.

Question #8. Will the agency be allowing Telephonic/Skype Call Interviews for Non-Local Resources?

Response #8. We prefer an in-person interview.

Question #9 Is the work under this Work Request, a new requirement, OR, is being transitioned from existing Project.

Response #9. New request.

Question 10. Is there an incumbent firm currently holding this Contract, and if yes, when is that getting expired?

Response #10. No.

Question #11. Will you be using one consulting company for all resources or can they be split between multiple vendors?

Response #11. See answer for question # 5.

Question #12. With the time line, what happens if the resource chosen is no longer available at start date?

Response #12. As the start date will be close to the selection process, we expect that proposed resources will be available.

Question #13. If we were awarded the contract and someone is no longer available, will we be able to submit a new candidate of equal or greater skill level for consideration?

Response #13. See response to question # 12.

Question #14. Is interview part of proposal process? If so, when would that happen in the RFP review process?

Response #14. We anticipate interviews would occur in early June 2014.

Question #15. If you intend to interview candidates, what does that process look like? (phone only ok, onsite mandatory, one interview or two, etc.)

Response #15. Per response to question # 8, an in person interview is preferred. We may choose to do follow-up interviews with different MnSCU staff.

Question #16. Will you accept a "phone only or Skype" interview for candidates who are out of town?

Response #16. See responses to question #8 and #15.

Question #17. What is the breakup of resources needed in St. Paul vs. Waite Park locations?

Response #17. Either location will be acceptable, but prefer our St Paul location.

Question #18. What would happen if the resource had to end their employment before the 2 year mark, due to unforeseen circumstances?

Response #18. We would address this situation if/when it occurred.

Question #19. Do we have any project ownership responsibilities?

Response #19. No

Question #20. How many companies were given the opportunity to respond?

Response #20. This is a SITE request for offers. All SITE Contract holders.

Question #21. Please define what occasional travel means.

Response #21. Travel to Waite Park would be more frequent (maybe once per month). Travel to more distant location (Moorhead, Bemidji) would be infrequent (once every 2 or 3 months).

Question #22. Are there any incumbent vendors/resources responding to this?

Response #22. We will not know until we receive the responses.

Question #23. Are these three documents required to submit a response to this RFO? Ex. We do not have an affirmative action certificate yet. It appears it is required. Please confirm if we need this to participate in this RFO.

- Affirmative Action Certificate of Compliance (if over \$100,000)  
<http://www.mmd.admin.state.mn.us/doc/affaction.doc>
- Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>
- Certification Regarding Lobbying (if over \$100,000)  
<http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

Response #23. They are required as part of the SITE Program requirements.

Question #24. Given there are 2 program managers need for this RFO, are you going to award both project managers to one vendor, or one resource from two vendors?

Response #24. MnSCU reserves the right to award one, none or more.

Question #25. Is there a percentage increase for Minority owned businesses like there is Veteran owned businesses?

Response #25. See <http://www.mmd.admin.state.mn.us/mn02001.htm>

Question #26. What methodology(s) do you use? Are you seeking consultants who have experience with that methodology(s)?

Response #26. We do a form of agile or waterfall – depending on the project.

Question #27. Will you be interviewing candidates? If so, what is the typical interview process (single interview, multiple interviews, group interview)?

Response #27. See answer to questions # 4, 8 and 15.

Question #28. Are there incumbent project managers currently in the positions?

Response #28. No.

Question #29. Are you seeking candidates who have managed both IT projects/programs as well as the operational (business side) process development for new systems and platforms?

Response #29. Focus will be on IT projects.

Question #30. If possible, please provide more information on the strategic programs and projects that MNSCU will be undertaking that correlate to these positions. What type of software platform(s) will you be deploying? Have you selected a software vendor yet? If not, are you looking for a Program/Project Manager who has experience with RFP Development and Vendor Selection? Would candidates who have experience with specific Higher Education software platforms have an advantage over other candidates? If so, which platforms would provide that advantage?

Response #30. The ERP MnSCU is using is internally developed (we are the vendor). There are no immediate plans to replace. Per the RFO evaluation process we will put value on individuals with experience with higher education projects.

Question #31. What is your desired hourly rate for these positions? What is your maximum hourly rate for these positions?

Response #31. MnSCU is a steward of taxpayer funding. Provide your best pricing, as will be negotiated.

Question #32. How many candidates can we submit (we normally would submit up to 2 per position)?

Response #32. The most qualified candidates who would be available should be submitted.

Question #33. If you select 2 resources, do you anticipate bringing both resources on-board at the same time? If not, please describe the on-boarding process that you anticipate using?

Response #33. We would likely not bring 2 resources on immediately. Depending on availability, an additional interview process may be necessary for a second resource.

Question #34. What makes a Program/Project Manager successful at MNSCU?

Response #34. Following a strong PM methodology, bring in projects within stated timeline and within defined budget constraints.

Question #35. Do we need to provide an all inclusive hourly rate or will the Travel, & Boarding & Lodging expenses be reimbursed as per State of MN's travel policy?

Response #35. Provide an hourly rate. If your candidates aren't local, you will need to estimate

Question #36. Which is the primary work location? What is the ratio of the No. of work days at Onsite : No. of work days at Offsite (per week) your weekly reimbursable costs so we can calculate total cost.

Response #36. See answer to question # 17 and 21.

Question #37. Does that mean the next step is shortlisting a few vendors & then a presentation by each of them or is the request for presentation on a necessity basis? Will adequate preparation time be granted for the presentation?

Response #37. We will not require an on-site vendor presentation – will be interested in the individuals who will be available to augment our internal resources. We will work with vendors with respect to schedule on interviews.

Question #38. Do candidates for both the position start at the same time July 2014 as anticipated?

Response #38. We have an immediate need for one resource. The requirement for a second resource will be based on newly approved projects and schedules.

Question #39. Pls. specify the normal business hours, \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. Monday through Friday in (your time zone) & holiday policy.

Response #39. There are various work schedule for employees. The default is 8:00AM – 4:30PM with ½ hour lunch break. The Holidays are standard for government – includes about 10 days per year.

Question #40. If the consultants are not able to execute the project due to inadequate support from different departments at State of MN, pls. suggest the escalation process.

Response #40. Escalation would be to project owner(s).

Question #41. Please detail your termination clause due to unsatisfactory performance, the notice period & resource change request & resource replacement request procedure.

Response #41. This would be spelled out in detail in a formal agreement (contract).

Question #42. Do you accept candidates who are not US citizens but authorized to work in the United States?

Response #42. Yes.

Question #43. In Submission Format part (page4), at Overall Experience, item 1: It is stated that “if pass/fail requirement are not met, the State reserves the right to discontinue further scoring of the proposal.” Does it mean we need to restate this sentence in our response?

Response #43. We expect that submissions will comply to the format.

Question #44. In Submission Format part (page4), at Overall Experience, item 5: it is required to provide 3 references. Should we provide our reference (vendor’s references) or candidate/resource references?

Response #44. Candidates references only.

Question #45. In the section titled “Project Requirements”, the RFO mentions that primarily, work will be done on-site. Can SITE please clarify how much of the work is required to be on-site and if off-site or remote work is an option for a portion of this contract?

Response #47. That section states: “Work on site at one of our staff sites – preferably at MnSCU System Office, 30 7th St E, Suite 350, St Paul, MN 55101”

Question #46. In the "Submission Format: Overall Experience" section, #1 asks to include companies and contacts where resource has worked. Then, #5 asks to include the name of 3 references that can speak to the resource's work. This is repetitive – can these companies and contacts be the same?

Response #46. Yes.

Question #47. The "Overall Experience" section asks for a conflict of interest statement as it relates to this project. Is this statement required for every response, or is it only required if we feel a conflict of interest may exist?

Response #47. See the section labeled "Conflicts of Interest". If there are vendor or individual conflicts as described, a response would be required.

This addendum shall become part of the RFO and should be returned with, or acknowledged in, the response to the RFO.

RESPONDER NAME:

SIGNATURE:

TITLE:

DATE: